



## **Town of Garrett Park**

Incorporated 1898

To: Mayor and Town Council  
From: Gene Swearingen  
Subject: Monthly Manager's Report  
Date: May 14, 2018

### **FINANCIAL REPORT**

Capital and Operating budgets are at expected levels. Revenues and expenses remain within projections.

### **Manager's Report:**

At the request of the Town Council the fence separating the Town swimming pool and the dog park has been replaced and a new entrance to the dog park has been installed.

Also at the Council's request, the roof of the Town Hall building has been temporarily patched while we work with the County Historical Commission to obtain approval for a more permanent solution.

### **New Building Permits:**

There were no new building permits approved in April.

**TOWN OF GARRETT PARK**  
**Report**

**April 2018 Monthly Financial**

REVENUES	FY 2017			FY 2018		
	EOY ACTUAL	April	% Actual	BUDGET	April	% BUDGET
						<b>TARGET % 83.0%</b>
<b>1.0 Prior Year Carryover</b>	<b>\$204,282</b>	<b>\$204,282</b>		<b>\$157,862</b>	<b>\$157,862</b>	<b>100.0%</b>
<b><u>Receipts</u></b>						
<b><u>2.0 - Taxes &amp; Fees</u></b>	<b><u>\$923,981</u></b>	<b><u>\$770,590</u></b>	<b><u>83.4%</u></b>	<b><u>\$906,000</u></b>	<b><u>\$873,266</u></b>	<b><u>96.4%</u></b>
<b>2.1-- Local Property Taxes</b>	<b>\$531,296</b>	<b>\$528,050</b>	<b>99.4%</b>	<b>\$540,000</b>	<b>\$565,484</b>	<b>104.7%</b>
2.1.1 -- Real Property Taxes	\$516,931	\$514,260	99.5%	\$525,000	\$549,776	104.7%
2.1.2 -- Personal Property Taxes	\$13,125	\$13,096	99.8%	\$13,500	\$14,955	110.8%
2.1.3 -- Penalties & Interest	\$911	\$694	76.2%	\$1,000	\$749	74.9%
2.1.4 -- Homestead Tax Credit	\$329	\$0	0.0%	\$500	\$4	0.8%
<b>2.2 -- Local Income Taxes</b>	<b>\$376,234</b>	<b>\$233,273</b>	<b>62.0%</b>	<b>\$350,000</b>	<b>\$295,044</b>	<b>84.3%</b>
<b>2.3 -- Other Local Taxes</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
<b>2.4 -- Licenses and Permits</b>	<b>\$16,451</b>	<b>\$9,267</b>	<b>56.3%</b>	<b>\$16,000</b>	<b>\$12,738</b>	<b>79.6%</b>
<b><u>3.0 - Intergovernmental Receipts</u></b>	<b><u>\$93,780</u></b>	<b><u>\$92,152</u></b>	<b><u>98.3%</u></b>	<b><u>\$138,900</u></b>	<b><u>\$112,655</u></b>	<b><u>81.1%</u></b>
<b>3.1 -- From State of Maryland</b>	<b>\$31,608</b>	<b>\$29,981</b>	<b>94.9%</b>	<b>\$34,900</b>	<b>\$31,395</b>	<b>90.0%</b>
<b>3.2 -- From Montgomery County</b>	<b>\$62,172</b>	<b>\$62,172</b>	<b>100.0%</b>	<b>\$104,000</b>	<b>\$81,260</b>	<b>78.1%</b>
<b><u>4.0 -- Municipal Refuse Collection</u></b>	<b><u>\$121,781</u></b>	<b><u>\$121,349</u></b>	<b><u>99.6%</u></b>	<b><u>\$119,000</u></b>	<b><u>\$119,665</u></b>	<b><u>100.6%</u></b>
<b><u>5.0 - Miscellaneous Receipts</u></b>	<b><u>\$151,712</u></b>	<b><u>\$127,315</u></b>	<b><u>83.9%</u></b>	<b><u>\$160,370</u></b>	<b><u>\$133,113</u></b>	<b><u>83.0%</u></b>
<b>5.1 - Investment Earnings</b>	<b>\$1,786</b>	<b>\$1,374</b>	<b>76.9%</b>	<b>\$1,500</b>	<b>\$1,695</b>	<b>113.0%</b>
<b>5.2 -- Rents and Concessions</b>	<b>\$144,348</b>	<b>\$122,739</b>	<b>85.0%</b>	<b>\$154,100</b>	<b>\$128,090</b>	<b>83.1%</b>
5.2.1 -- Town Hall Rents	\$16,620	\$15,920	95.8%	\$20,000	\$15,555	77.8%
5.2.2 -- Penn Place Rents	\$124,008	\$103,099	83.1%	\$130,000	\$108,443	83.4%
5.2.3 -- Swimming Pool Assoc.	\$3,720	\$3,720	100.0%	\$4,100	\$4,092	99.8%
<b>5.3 - Restricted Contributions</b>	<b>\$3,632</b>	<b>\$2,595</b>	<b>0.0%</b>	<b>\$2,770</b>	<b>\$2,770</b>	<b>0.0%</b>
5.3.1 -- Archives Donations	\$150	\$0	0.0%	\$0	\$0	0.0%
5.3.2 -- Bench Donations	\$887	\$0	0.0%	\$0	\$0	0.0%
5.3.3 -- Tree Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.4 -- Gifts to Sanitation Crew	\$2,595	\$2,595	0.0%	\$2,770	\$2,770	0.0%
<b>5.4 -- Other Receipts</b>	<b>\$1,946</b>	<b>\$607</b>	<b>31.2%</b>	<b>\$2,000</b>	<b>\$559</b>	<b>27.9%</b>
<b>Total Receipts:</b>	<b>\$1,291,254</b>	<b>\$1,111,407</b>	<b>86.1%</b>	<b>\$1,324,270</b>	<b>\$1,238,699</b>	<b>93.5%</b>
<b>TOTAL Receipts</b>	<b>\$1,495,536</b>	<b>\$1,315,689</b>		<b>\$1,482,132</b>	<b>\$1,396,561</b>	<b>94.2%</b>
<b>6.0 -- From Reserves</b>	<b>\$7,275</b>	<b>\$7,275</b>	<b>100.0%</b>	<b>\$2,770</b>	<b>\$2,770</b>	
<b>Total Revenues:</b>	<b>\$1,502,811</b>	<b>\$1,322,964</b>		<b>\$1,484,902</b>	<b>\$1,399,331</b>	<b>94.2%</b>

**TOWN OF GARRETT PARK**  
**Monthly Financial Report**

**TOWN OF GARRETT PARK**  
**Financial Report**

**April 2018 Monthly**

OPERATING EXPENSES	FY 2017			FY 2018		
	EOY ACTUAL	April	% Actual	BUDGET	April	% BUDGET
						Target % 83.0%
<b>10.0 - Personnel</b>	<b>\$378,116</b>	<b>\$307,817</b>	<b>81.4%</b>	<b>\$407,300</b>	<b>\$320,647</b>	<b>78.7%</b>
10.1 -- Salaries	\$288,459	\$233,883	81.1%	\$297,800	\$247,387	83.1%
10.2 -- Overtime	\$6,621	\$4,864	73.5%	\$15,000	\$6,729	44.9%
10.3 -- Benefits	\$60,462	\$50,807	84.0%	\$70,000	\$47,101	67.3%
10.4 -- Payroll Taxes, Etc.	\$22,574	\$18,264	80.9%	\$23,500	\$19,430	82.7%
10.5 -- Training	\$0	\$0	0.0%	\$1,000	\$0	0.0%
<b>11.0 - Town Administration</b>	<b>\$90,269</b>	<b>\$71,606</b>	<b>79.3%</b>	<b>\$102,800</b>	<b>\$75,039</b>	<b>73.0%</b>
11.2 -- Gen. Admin. Expenses	\$34,001	\$27,629	81.3%	\$45,000	\$25,338	56.3%
11.2.1 -- General Expenses	\$19,676	\$14,863	75.5%	\$22,000	\$16,875	76.7%
11.2.2 --Contract Office Assistant	\$12,119	\$10,560	0.0%	\$18,000	\$8,463	47.0%
11.2.3 -- Contract Field Assistance	\$2,206	\$2,206	0.0%	\$5,000	\$0	0.0%
11.2.4 -- Web Master	\$0	\$0	0.0%	\$0	\$0	0.0%
11.3 -- Elected and Appointed Officials	\$5,407	\$2,989	55.3%	\$6,000	\$427	7.1%
11.4 -- Professional Fees	\$34,908	\$29,479	84.4%	\$35,500	\$35,089	98.8%
11.5 -- Insurance	\$7,686	\$7,686	100.0%	\$6,500	\$6,861	105.6%
11.6 -- External Organization	\$3,143	\$3,143	100.0%	\$4,000	\$3,118	77.9%
11.7 -- Town Admin. - Other	\$5,124	\$679	13.3%	\$5,800	\$4,206	72.5%
11.7.1 -- Neighbors Helping Neighbors	\$906	\$161	0.0%	\$600	\$54	9.1%
11.7.2 -- Web Hosting	\$3,700	\$0	0.0%	\$4,200	\$3,885	92.5%
11.7.3 -- Other	\$518	\$518	100.0%	\$1,000	\$266	26.6%
<b>12.0 - Town Committees</b>	<b>\$15,621</b>	<b>\$11,260</b>	<b>72.1%</b>	<b>\$18,900</b>	<b>\$1,341</b>	<b>7.1%</b>
12.1 -- Arboretum	\$2,580	\$1,020	39.5%	\$3,000	\$450	15.0%
12.2 -- Archives	\$13,041	\$10,240	78.5%	\$15,900	\$891	5.6%
<b>13.0 - Infrastructure and Equipment</b>	<b>\$123,601</b>	<b>\$110,669</b>	<b>89.5%</b>	<b>\$139,500</b>	<b>\$114,024</b>	<b>81.7%</b>
13.1 -- Penn Place	\$70,180	\$61,083	87.0%	\$77,000	\$54,692	71.0%
13.2 -- Town Hall	\$10,108	\$9,262	91.6%	\$15,000	\$11,603	77.4%
13.3 -- Maintenance Facility	\$800	\$800	100.0%	\$1,000	\$20	2.0%
13.4 -- Community Center	\$921	\$821	89.1%	\$1,500	\$2,693	179.6%
13.5 -- Trees, Parks & Grounds	\$36,027	\$34,184	94.9%	\$35,000	\$32,170	91.9%
13.6 -- Equipment M&R	\$5,565	\$4,519	81.2%	\$10,000	\$12,846	128.5%
13.7 -- Stormwater Drainage	\$0	\$0	0.0%	\$0	\$0	0.0%
<b>14.0 - Town Services</b>	<b>\$185,970</b>	<b>\$159,535</b>	<b>85.8%</b>	<b>\$184,000</b>	<b>\$149,700</b>	<b>81.4%</b>
14.1 -- Street Cleaning and Maintenance	\$68,300	\$62,098	90.9%	\$65,000	\$47,408	72.9%
14.2 -- Trash Collection	\$117,670	\$97,436	82.8%	\$119,000	\$102,292	86.0%
<b>15.0 -- Debt Service, Taxes, Interest</b>	<b>\$61,764</b>	<b>\$61,764</b>	<b>100.0%</b>	<b>\$62,370</b>	<b>\$62,358</b>	<b>100.0%</b>
<b>16.0 - Expenditure of Restricted Funds</b>	<b>\$3,502</b>	<b>\$2,615</b>	<b>0.0%</b>	<b>\$2,770</b>	<b>\$2,770</b>	<b>0.0%</b>
16.1 -- Archives	\$0	\$0	0.0%	\$0	\$0	0.0%
16.2 -- Benches	\$887	\$0	0.0%	\$0	\$0	0.0%
16.3 -- Trees	\$0	\$0	0.0%	\$0	\$0	0.0%
16.4 -- Sanitation Crew Gifts	\$2,615	\$2,615	0.0%	\$2,770	\$2,770	0.0%
<b>16.0 -- Contingency</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$40,000</b>	<b>\$0</b>	<b>0.0%</b>
<b>Total Operating Expenses:</b>	<b>\$858,843</b>	<b>\$725,266</b>	<b>84.4%</b>	<b>\$957,640</b>	<b>\$725,879</b>	<b>75.8%</b>
<b>20.0 -- Transfers</b>	<b>\$485,957</b>	<b>\$421,874</b>		<b>\$527,262</b>	<b>\$527,262</b>	
20.1 -- To Capital Fund	\$439,483	\$375,400	85%	\$524,492	\$524,492	100%
20.2 -- To Operating Reserve	\$0	\$0	0%	\$0	\$0	0%
20.3 -- To Other Reserves	\$46,474	\$46,474	100%	\$2,770	\$2,770	0%
<b>Total Expenses:</b>	<b>\$1,344,800</b>	<b>\$1,147,140</b>		<b>\$1,484,902</b>	<b>\$1,253,141</b>	
<b>Net Income minus Expenses:</b>	<b>\$158,011</b>	<b>\$175,823</b>		<b>\$0</b>	<b>\$146,190</b>	

**TOWN OF GARRETT PARK**  
**Report**

**April 2018 Monthly Financial**

**Capital Program**

Account	Prior Years Appropriations Remaining	2018 Capital Program	Total Capital Funds	YTD Capital Expenditures	Unexpended Capital Funds	Unexpended Capital Funds Obligated	Unobligated Capital Funds
		Current		April	April	April	April
<b>25.0 - Equipment</b>	<b>\$48,648</b>	<b>\$35,000</b>	<b>\$83,648</b>	<b>\$0</b>	<b>\$83,648</b>	<b>\$0</b>	<b>\$83,648</b>
<b>26.0 - Streets and Roads</b>	<b>\$598,886</b>	<b>\$269,479</b>	<b>\$868,365</b>	<b>\$161,233</b>	<b>\$707,132</b>	<b>\$0</b>	<b>\$707,132</b>
26.1 - Streets & Curbs	\$59,239	\$240,684	\$299,923	\$126,674	\$173,249	\$0	\$173,249
26.2 - Sidewalks	\$118,574	\$28,795	\$147,369	\$11,043	\$136,326	\$0	\$136,326
26.3 - SRTS Grant	\$421,073	\$0	\$421,073	\$23,516	\$397,557	\$0	\$397,557
<b>27.0 - Facilities</b>	<b>\$92,717</b>	<b>\$81,490</b>	<b>\$174,207</b>	<b>\$25,245</b>	<b>\$148,962</b>	<b>\$0</b>	<b>\$148,962</b>
27.1 - Penn Place	\$21,755	\$28,245	\$50,000	\$11,990	\$38,010	\$0	\$38,010
27.2 - Town Hall	\$46,755	\$53,245	\$100,000	\$5,305	\$94,695	\$0	\$94,695
27.3 - Other	\$24,207	\$0	\$24,207	\$7,950	\$16,257	\$0	\$16,257
<b>28.0 - Services</b>	<b>\$170,824</b>	<b>\$0</b>	<b>\$170,824</b>	<b>\$0</b>	<b>\$170,824</b>	<b>\$0</b>	<b>\$170,824</b>
28.1 - Utilities	\$39,000	\$0	\$39,000	\$0	\$39,000	\$0	\$39,000
28.2 - Storm Drains	\$131,824	\$0	\$131,824	\$0	\$131,824	\$0	\$131,824
<b>29.0 - Committees</b>	<b>\$50,894</b>	<b>\$135,289</b>	<b>\$186,183</b>	<b>\$5,250</b>	<b>\$180,933</b>	<b>\$0</b>	<b>\$180,933</b>
29.1 - Parks and Open Spaces	\$14,800	\$21,000	\$35,800	\$0	\$35,800	\$0	\$35,800
29.2 - Arboretum	\$36,094	\$114,289	\$150,383	\$5,250	\$145,133	\$0	\$145,133
<b>30.0 - Technology</b>	<b>\$14,046</b>	<b>\$12,185</b>	<b>\$26,231</b>		<b>\$26,231</b>	<b>\$0</b>	<b>\$26,231</b>
30.1 - Website	\$2,967	\$7,275	\$10,242	\$0	\$10,242	\$0	\$10,242
30.2 - Computer Equipment	\$7,079	\$5,410	\$12,489	\$0	\$12,489	\$0	\$12,489
30.3 - Telephone Equipment	\$4,000	-\$500	\$3,500	\$0	\$3,500	\$0	\$3,500
<b>31.0 - Other</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$40,000</b>
<b>32.0 - Capital Planning</b>	<b>\$108,450</b>	<b>\$65,811</b>	<b>\$174,261</b>	<b>\$4,351</b>	<b>\$169,910</b>	<b>\$0</b>	<b>\$169,910</b>
32.1 - Town Hall	\$15,000	\$15,000	\$30,000	\$0	\$30,000	\$0	\$30,000
32.2 - Storm Water Management	\$50,000	\$25,000	\$75,000	\$0	\$75,000	\$0	\$75,000
32.3 - Sidewalk Planning	\$10,000	\$0	\$10,000	\$0	\$10,000	\$0	\$10,000
32.4 - Development of Tree Plan	\$20,000	\$15,000	\$35,000	\$0	\$35,000	\$0	\$35,000
32.5 - Explore Maint. Facility Options	\$5,000	\$5,000	\$10,000	\$0	\$10,000	\$0	\$10,000
32.6 - Other	\$8,450	\$5,811	\$14,261	\$4,351	\$9,910	\$0	\$9,910
<b>33.0 - Contingency</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$40,000</b>
<b>Total:</b>	<b>\$1,164,465</b>	<b>\$599,254</b>	<b>\$1,763,719</b>	<b>\$196,079</b>	<b>\$1,567,640</b>	<b>\$0</b>	<b>\$1,567,640</b>

**Reserve Fund Summary**

**As of April 2018**

Operating Reserve, FY 2018	<b>\$175,000</b>
Employee Leave Reserve, FY 2018	<b>\$21,885</b>
Yeandle Park Reserve, FY 2018	<b>\$50,000</b>
Penn Place Tenants Security Deposits	<b>\$4,948</b>
Archives Balance	<b>\$529</b>
Bench Balance	<b>\$0</b>
Tree Balance	<b>\$860</b>
Sanitation Crew Balance	<b>\$0</b>
Wynne Case Reimbursement	<b>\$33,879</b>
	<b>\$287,101</b>

Town of Garrett Park Funding Reconciliation  
4/30/18

<b>FY 17 EOY Funds balances</b>		
Sandy Spring	\$640,884	
MC pooled	\$16,277	
Harbor	\$171,543	
Eagle Bank	\$172,848	
CapOne	\$251,149	
PayPal	\$431	
Petty Cash	\$80	
FY 17 EOY total funds	<u>\$1,253,212</u>	\$1,253,212
FY 17 Revenues accrued but not received	\$865	
FY 17 Expenses accrued but not disbursed	(\$73,092)	
Adjusted FY 17 EOY balance		<u>\$1,180,985</u>
FY 18 YTD Income	\$1,238,699	
FY 18 YTD Operating expenditures	\$725,879	
FY 18 YTD Capital expenditures	<u>\$196,079</u>	
FY 18 YTD budget balance	\$316,741	\$316,741
FY 18 YTD revenues accrued but not received		\$34,809
FY 18 YTD expenses accrued but not disbursed		\$10,866
Calculated YTD FY 18 funds balance		<u>\$1,543,401</u>

<b>Funds balances</b>		
Sandy Spring	\$653,971	
Sandy Spring Savings	\$200,643	
MC	\$16,277	
Harbor	\$172,099	
Eagle Bank Savings	\$248,329	
Capital One	\$251,560	
PayPal	\$351	
Petty cash	<u>\$172</u>	
Actual YTD FY 18 funds balance	\$1,543,401	\$1,543,401

FY 18 YTD expenses accrued but not disbursed:

Accounts Payable	15,264 *
Payroll Liabilities	
Prepaid expense	0
Charge Card Payable	686
Uncleared Checks	19,039 **
	<hr/>
	34,989
Grant Disbursement	10,866

FY 18 YTD revenues accrued but not received:

Accounts Receivable	0 ****
Uncleared Deposits	
	<hr/>
	0
	10,866

\* Accounts Payable 04/30/18

American Pest	179
Garrett Inc	538
Hercules Fence	7,950
Knowles Printing	105
Lincoln Ntional	-115
Mont. County Health	3,149
Montgomery County	547
PEPCO 070	671
PEPCO 415	31
PEPCO 613	315
PEPCO 984	87
PEPCO 987	127
PEPCO 990	17
Splanie Security	718
Up and Running	210
Wash Gas	735
	15,264

\*\*Uncleared Checks

ICMA	4724
United States Treasury	3245
Robert Frost	2361
Gene Swearingen	2272
Comptroller of Tres	1616
Elizabeth Henley	1414
Frank Breazeale	1320
VA Dept of Tax	616
Business Card	560
Margarita Aponte	525
Century Elevator	317
Verizon -3050	69
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	19,039